



eFile and eServe

HOW TO ACCESS SERVED DOCUMENT?

1. Click on the **eFile & eServe with the Office of the Administrative Law Judges (OALJ) or Board of Alien Labor Certification Appeals (BALCA)** tile from the main dashboard.

The screenshot shows the main dashboard with a blue navigation bar at the top containing 'HOME', 'DASHBOARD', 'MY ACCOUNT', and 'SUPPORT'. Below the navigation bar is a 'Dashboard' breadcrumb. The main content area is titled 'Dashboard' and features five service tiles. The tile for 'eFile & eServe with the Office of the Administrative Law Judges (OALJ) or Board of Alien Labor Certification Appeals (BALCA)' is highlighted with a red border. Other tiles include 'eFile & eServe with the Administrative Review Board (ARB)', 'eFile & eServe with the Benefits Review Board (BRB)', 'eFile & eServe with the Employees' Compensation Appeals Board (ECAB)', and 'My Account'.

2. Click on the approved <OALJ Case Number> link. The user is navigated to the case details page.

The screenshot shows the 'OALJ and BALCA Dashboard' with a blue navigation bar containing 'Dashboard' and 'OALJ and BALCA Dashboard'. Below the navigation bar are three buttons: 'File a New Case', 'Request Access to Cases', and 'Multi Case Filing'. The main content area is titled 'My Access Requests' and includes a sub-header: 'The following are the cases you have access to. Click on the OALJ Case Number link to access case filings and servings and to submit new filings.' Below this is a table with 7 columns: 'OALJ Case Number', 'eFile Number', 'Claimant Name', 'Employer Name', 'Status', 'Last Updated On', and 'Details'. The first row of the table has the 'OALJ Case Number' '2020BAT02107' highlighted with a red border. The table also includes a 'Showing 5 of 38 records' indicator and a 'View More' button.

OALJ Case Number	eFile Number	Claimant Name	Employer Name	Status	Last Updated On	Details
2020BAT02107	OALJ-2007-500472			APPROVED	09/14/2020 - 08:49 EST	View



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3. The **OALJ Issued Documents** table is showing the served documents list.

Documents Served by OALJ

Showing 1 of 1 records [View More](#)

File type	Description	File Name	eFile Number	Issued On	Served On	Accessed On	Notified On
SS	Service sheet	dummysample.pdf	ESERVE-OALJ-2007-000402	07/23/2020 - 02:00 EST	07/23/2020 - 02:40 EST	09/16/2020 - 01:51 EST	07/23/2020 - 03:32 EST

* All times displayed in US Eastern Timezone

4. Click on the **View More** button to navigate to the **Documents Served by OALJ** page.

Documents Served by OALJ

Showing 1 of 1 records [View More](#)

File type	Description	File Name	eFile Number	Issued On	Served On	Accessed On	Notified On
SS	Service sheet	dummysample.pdf	ESERVE-OALJ-2007-000402	07/23/2020 - 02:00 EST	07/23/2020 - 02:40 EST	09/16/2020 - 01:51 EST	07/23/2020 - 03:32 EST

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5. Click on the <file name> to access the served document.

eFile Number	File Name	Description	
<input type="text" value="Search eFileNumber"/>	<input type="text" value="Search File Name"/>	<input type="text" value="Search Description"/>	<input type="button" value="Apply"/>

File type	Description	File Name	eFile Number	Issued On	Served On	Accessed On	Notified On
SS	Service sheet	dummysample.pdf	ESERVE-OALJ-2007-000402	07/23/2020 - 02:00 EST	07/23/2020 - 02:40 EST		07/23/2020 - 03:32 EST

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6. The **Accessed On** is showing in the column.

File type	Description	File Name	eFile Number	Issued On	Served On	Accessed On	Notified On
SS	Service sheet	dummysample.pdf	ESERVE-OALJ-2007-000402	07/23/2020 - 02:00 EST	07/23/2020 - 02:40 EST	09/16/2020 - 01:51 EST	07/23/2020 - 03:32 EST

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